

7 FAM 1300 APPENDIX V SUPPLEMENTAL VISA PAGE INSERTS

*(CT:CON-266; 10-01-2008)
(Office of Origin: CA/OCS/PRI)*

7 FAM 1310 APPENDIX V SUMMARY

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- a. Each set of supplemental visa page inserts (also known as "visa page inserts") adds an additional 24 pages to a passport. They extend the useful life of a passport as an accommodation to individuals who travel frequently to countries requiring visas.
- b. There is no cost to the applicant to place visa page inserts in a passport.
- c. The Bureau of Consular Affairs (CA) generally recommends adding no more than two sets of visa page inserts to a passport for the reason that the added thickness may result in damage to the binding of the book during its validity. (This two set rule applies to legacy passports and e-passports.) Passports that are well cared for, with very little wear and tear, may have a third visa page insert added without affecting the integrity of the book. A fourth visa page insert is not recommended.
- d. Ideally visa page inserts should be placed between unused visa pages or ones containing entry/exit stamps only. Unless it is unavoidable, do not place inserts between pages with valid visas on them or at the endorsement page at the back of the book.
- e. Legacy (non e-Passport) visa page inserts are no longer being produced by the Government Printing Office (GPO). However, some passport agencies/center and posts abroad may still have some in their inventory. Until you exhaust your supply, you should continue to use the legacy visa page inserts in your inventory for applicants who request additional visa pages in their legacy passports.
- f. New visa page inserts that correspond to the page style of the e-Passport are now available. Use the e-Passport visa page inserts for applicants who request additional visa pages in their e-Passports.

NOTE: If you inadvertently run out of the new-style visa page inserts, but still have on hand a supply of the legacy visa page insert pages, you may use the legacy visa page insert so as not to inconvenience the applicant. This should be a very rare occurrence. Agency/center management and post consular management should ensure that they

have a sufficient supply of e-Passport visa page inserts and corresponding supplemental foils (posts only) in stock at all times.

- g. Supplemental visa page inserts cannot be added to any Emergency Photodigitized Passports (EPDPs) issued by posts. Bearers of EPDP passports must instead apply for a new passport.
- h. Consular agents can no longer add visa page inserts to passports because they do not have access to the controlled supplemental endorsement foils or the American Citizen Services (ACS) system required to process the foils.
- i. Names must be cleared in the Consular Lookout and Support System (CLASS) before a visa page insert may be added to a passport.

7 FAM 1320 APPENDIX V PROCEDURES FOR PASSPORT AGENCIES AND CENTERS

(CT:CON-266; 10-01-2008)

- a. When a Form DS-4085, Application for Additional Visa Pages is submitted requesting additional visa pages for an existing passport, you must take the following actions:

- (1) Clear the name in the Consular Lookout Support System (CLASS).
- (2) The fee type used for visa pages should automatically add the VP1 endorsement code.

Note: Use endorsement code VP2 when adding the second or any subsequent visa page inserts. If a VP2 is added, then the book endorsement page field on the endorsement screen should be changed to "2".

- (3) The date of expiration on the adjudication screen should be changed to reflect the expiration date printed in the passport.

Endorsement Code VP 1

THIS PASSPORT WAS AMENDED ON (MON DAY, YEAR) TO ADD VISA PAGES TO PASSPORT NUMBER (PASSPORT NUMBER).

Endorsement Code VP 2

THIS PASSPORT WAS AMENDED ON (MON DAY, YEAR) TO ADD VISA PAGES TO PASSPORT NUMBER (PASSPORT NUMBER).

- (4) Place the visa page insert in the printer (without peeling off the protective film strip) and print the appropriate endorsement.

- (5) Affix the visa page insert to the book.
- b. When a Form DS-11 Application for a U.S. Passport or Form DS-82 Application for a U.S. Passport by Mail is submitted requesting that additional visa pages be added to a new passport, you must take the following actions:
 - (1) Clear the name in CLASS.
 - (2) Use Endorsement Code 88. This is a temporary endorsement for use only by domestic passport agencies/centers, and only until such time as the larger 52-page e-Passports become available.

Endorsement Code 88

THIS PASSPORT WAS AMENDED ON (MON, DAY, YEAR) TO ADD VISA PAGES TO PASSPORT NUMBER (NUMBER).

- (3) Place the visa page insert in the printer (without peeling off the protective film strip) and print the appropriate endorsement.
- (4) Affix the visa page insert to the book.
- c. Do not add supplemental visa page inserts to any EPDP passport issued by posts abroad for emergency travel. The applicant must apply for a replacement passport. 7 FAM 1360 Overseas Passport Issuance Program and 7 FAM 1300 Appendix N Passport Waivers, Travel Letters and Emergency After Hours Passport Issuance provides guidance.
- d. Visa page inserts should not be added to passports that contain physical damage (see 7 FAM 1373).

7 FAM 1330 APPENDIX V PROCEDURES FOR U.S. EMBASSIES, CONSULATES

(CT:CON-266; 10-01-2008)

- a. Adding Visa Pages to an Existing Passport: When an individual submits a Form DS-4085 requesting additional visa pages for an existing passport, you must take the following actions:
 - (1) Clear the name in CLASS;
 - (2) Record this passport service in ACS. By doing so, the information will be transmitted automatically to the Passport Issuance Electronic Record System (PIERS) database;
 - (3) Use Endorsement Code VP1 when adding one set of pages and VP2 when adding the second and any subsequent visa page inserts;

Endorsement Code VP 1

THIS PASSPORT WAS AMENDED ON (MON DAY, YEAR) TO ADD VISA PAGES TO PASSPORT NUMBER (PASSPORT NUMBER).

Endorsement Code VP 2

THIS PASSPORT WAS AMENDED ON (MON DAY, YEAR) TO ADD VISA PAGES TO PASSPORT NUMBER (PASSPORT NUMBER).

- (4) Print the endorsement on the supplemental foil;
 - (5) Do not use any seal or stamp on the foil, visa page insert or existing pages of the passport;
 - (6) Affix the foil to page B of the visa page insert, taking care to line up the top edge of the foil with the top edge of the page. The bottom edge of the foil will cover the crease between page B and page C and overlap onto page C by a small amount;
 - (7) Before attaching the insert to the passport, cross out the phrase "under seal" printed on page A. Also, cross out "sous sceau" in the French translation and "bajo sello" in the Spanish translation; and
 - (8) Attach the visa page insert (containing the endorsed foil) to the passport.
- b. Adding Visa Pages to a New Passport: When an individual applies for a passport using Form DS-11, Form DS-82, or Form DS-5504, U.S. Passport Re-Application Form, and also asks that additional visa pages be added to the new passport (because of the current unavailability of the larger 52-page passport book), you should have the applicant complete Form DS-4085.
- (1) Process the passport application first and defer action on Form DS-4085 until the domestically-issued passport is returned to post.
 - (2) Follow the steps listed in section a above.
- c. Do not add supplemental visa page inserts to any limited validity EPDP passport issued by posts abroad for emergency travel. The applicant must apply for a replacement passport. 7 FAM 1360 Overseas Passport Issuance Program and 7 FAM 1300 Appendix N Passport Waivers, Travel Letters and Emergency After Hours Passport Issuance provide guidance.

7 FAM 1340 APPENDIX V REQUISITIONING SUPPLEMENTAL VISA PAGE INSERTS AND FOILS

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a. Passport Agencies and Centers:

- (1) Passport agencies/centers are responsible for monitoring their supply of visa page inserts.
- (2) Passport agencies/centers order visa page inserts from the Passport Services' Office of Planning and Program Support (CA/PPT/PPS) as required. Order them well in advance (3 weeks at least) via email to CA-PPT-PPS@state.gov. Questions about ordering supplemental visa page inserts should be sent to CA-PPT-PPS@state.gov. Use this e-mail address to follow up on or inquire about the status of your orders before your supplies run critically low.
- (3) Safeguard the visa page inserts in the same manner as blank passport books. Review the interim Internal Controls Guidance prepared by the Office of Passport Integrity and Internal Controls Programs (CA/PPT/IIC). This interim guidance will be incorporated in 7 FAH-2, which is under development.

b. U.S. Embassies and Consulates:

- (1) Posts are responsible for monitoring their supply of supplemental foils and visa page inserts.
- (2) Posts order supplemental foil sheets and visa page inserts from the Department (CA/EX/GSD) as required. Order them well in advance via email to CASUPPLIES@STATE.GOV. Questions about ordering supplemental foils and visa page inserts should be sent to CASUPPLIES@STATE.GOV. Use this e-mail address to follow up on or inquire about the status of pending orders before your supplies run critically low. Use it also to report transfer or return of Consular Supplies.
- (3) Safeguard the supplemental foil sheets and visa page inserts in the same manner as blank passport books. (See 7 FAM 1366 and 7 FAH-1, Chapter 600.)

7 FAM 1350 APPENDIX V - 7 FAM 1390 APPENDIX V UNASSIGNED